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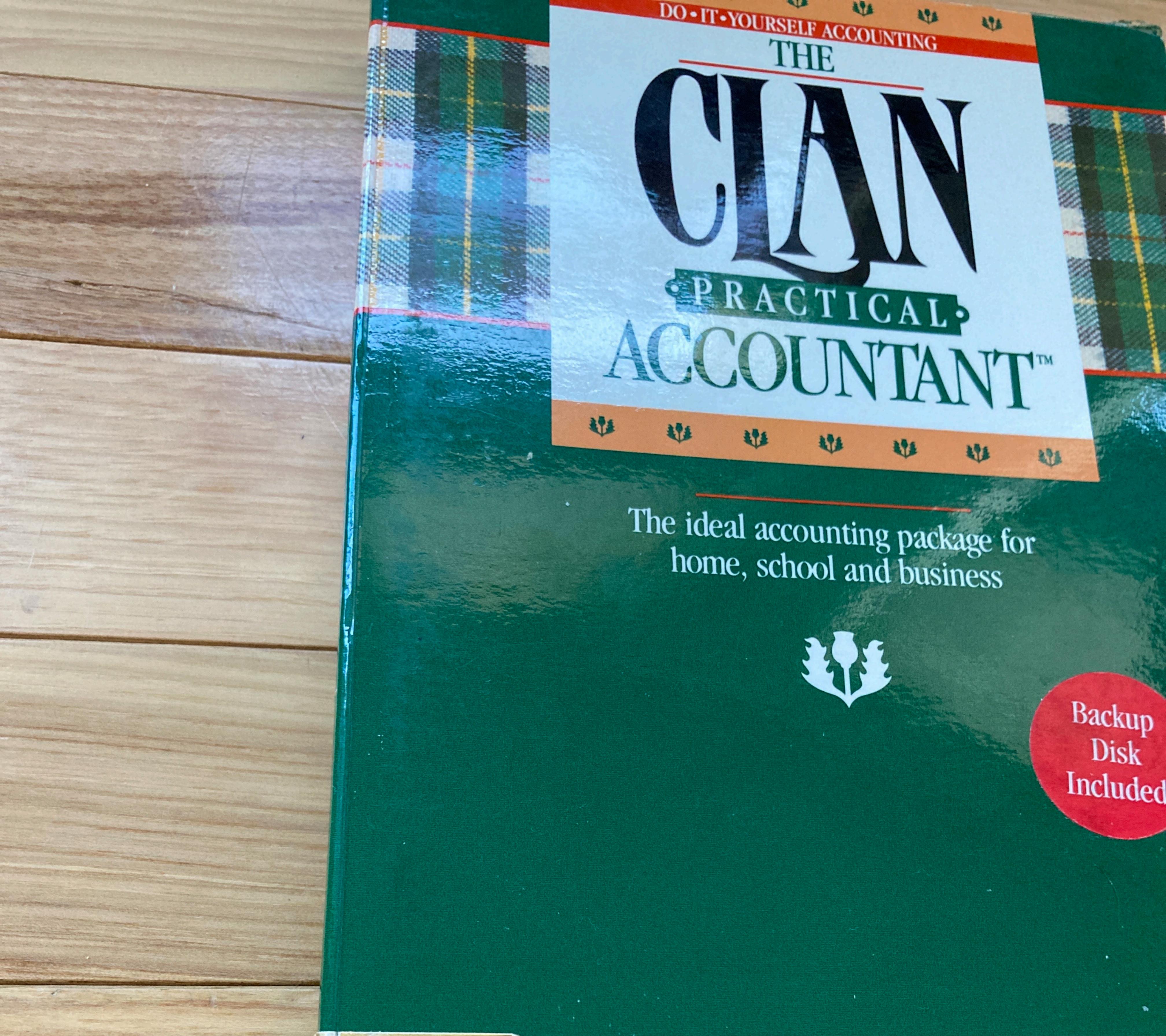home, school and business

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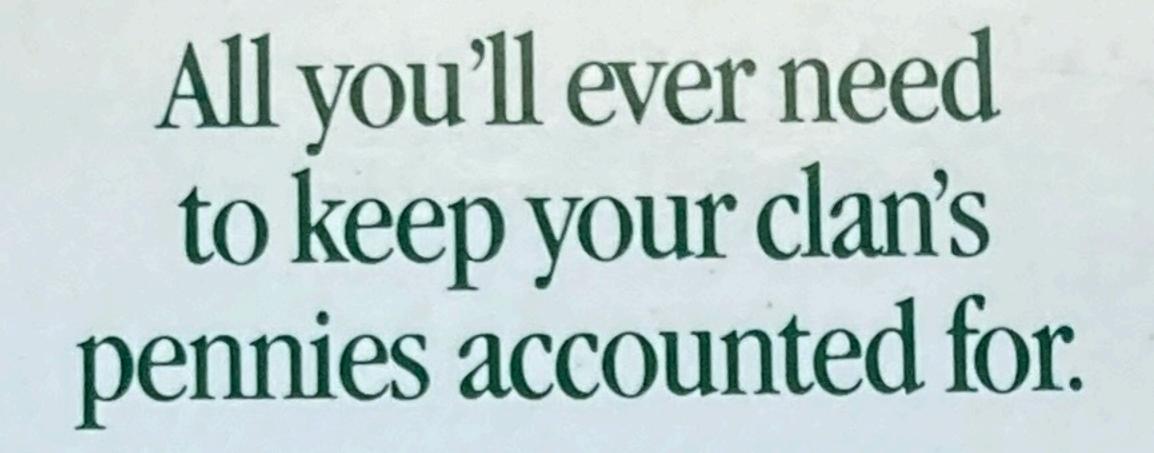ISBN 0-926846-14-0

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A wall chart of menus that lets you know exactly where you are at a glance.
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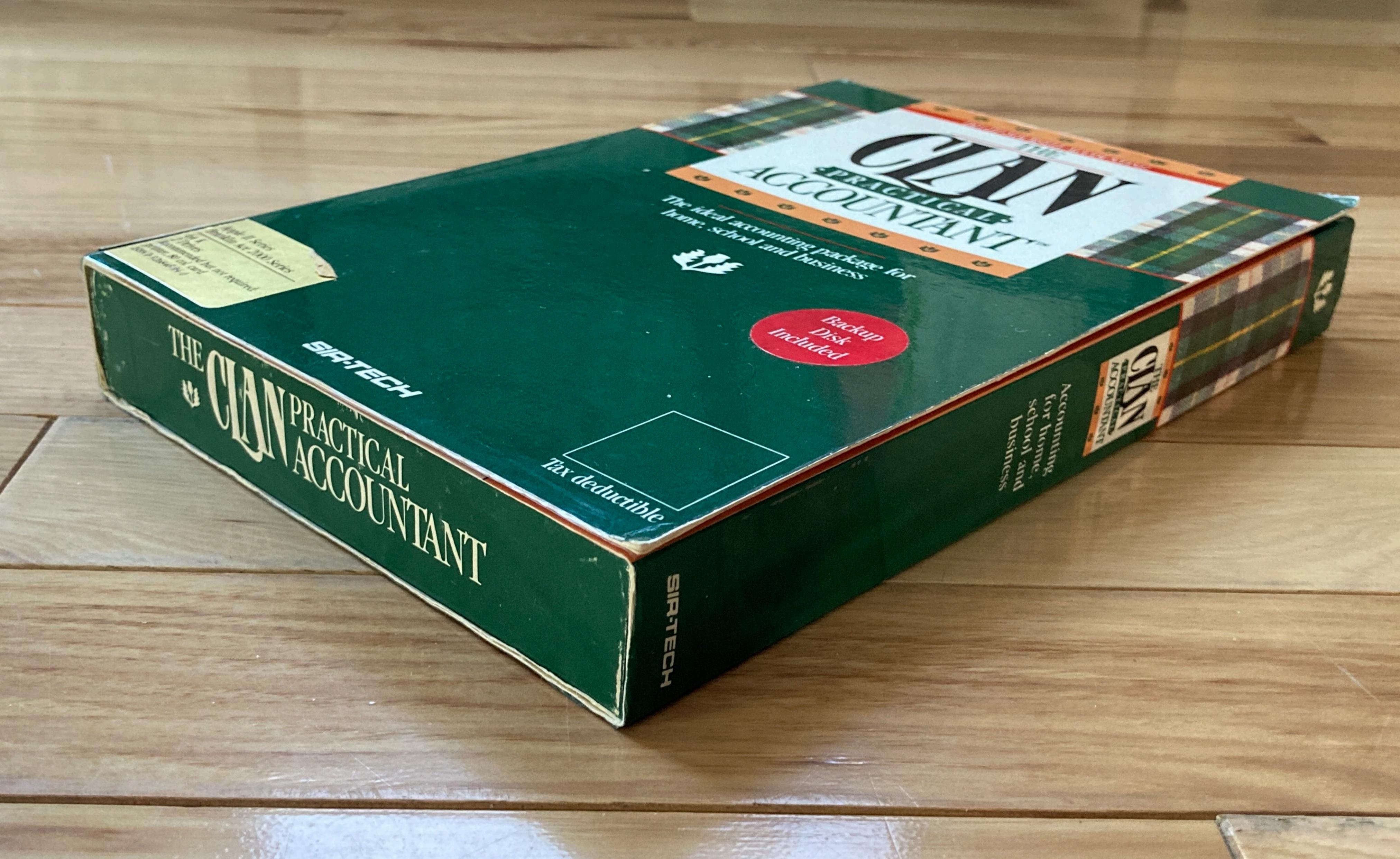An excellent tool for teaching double entry accounting.

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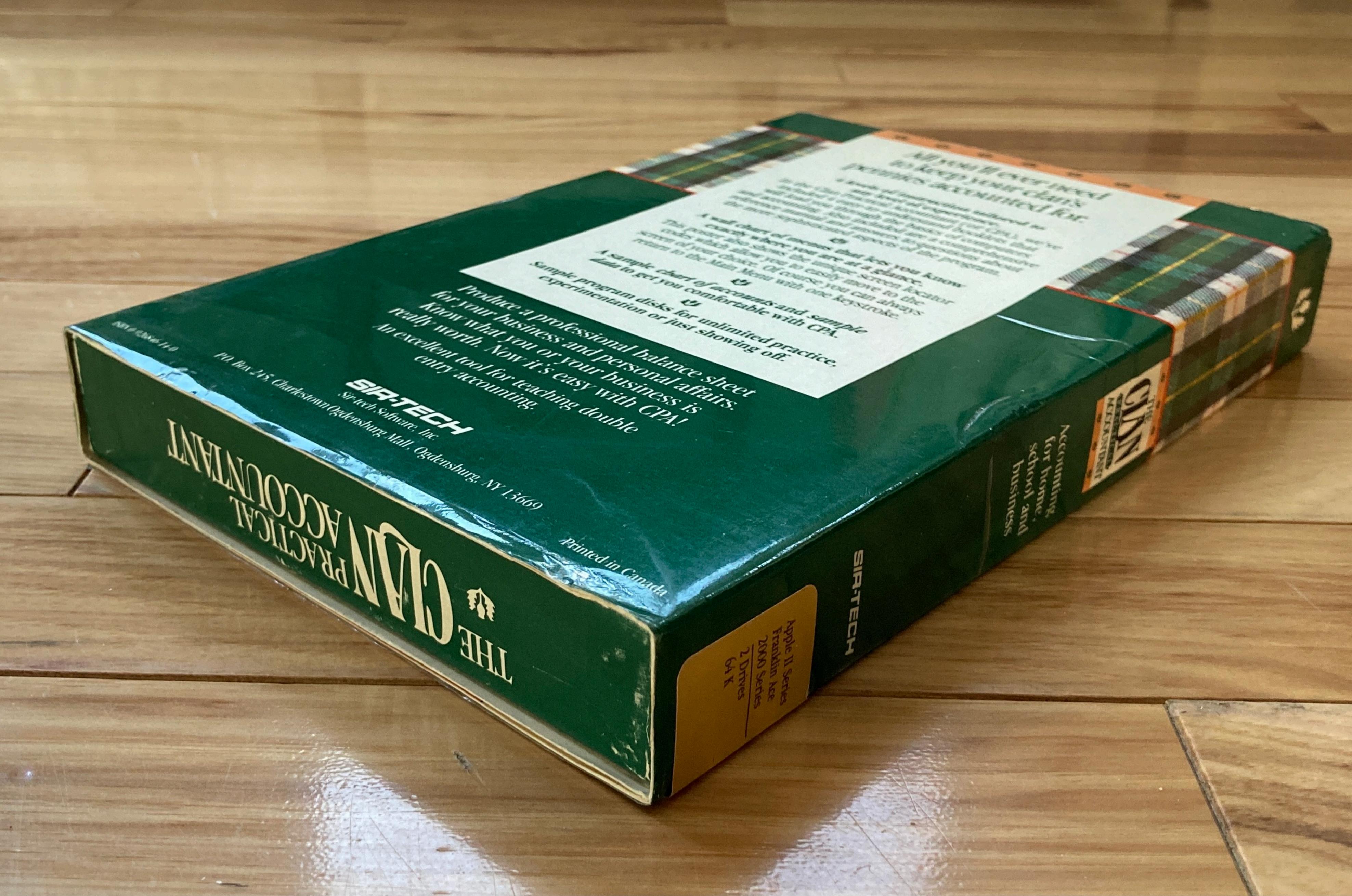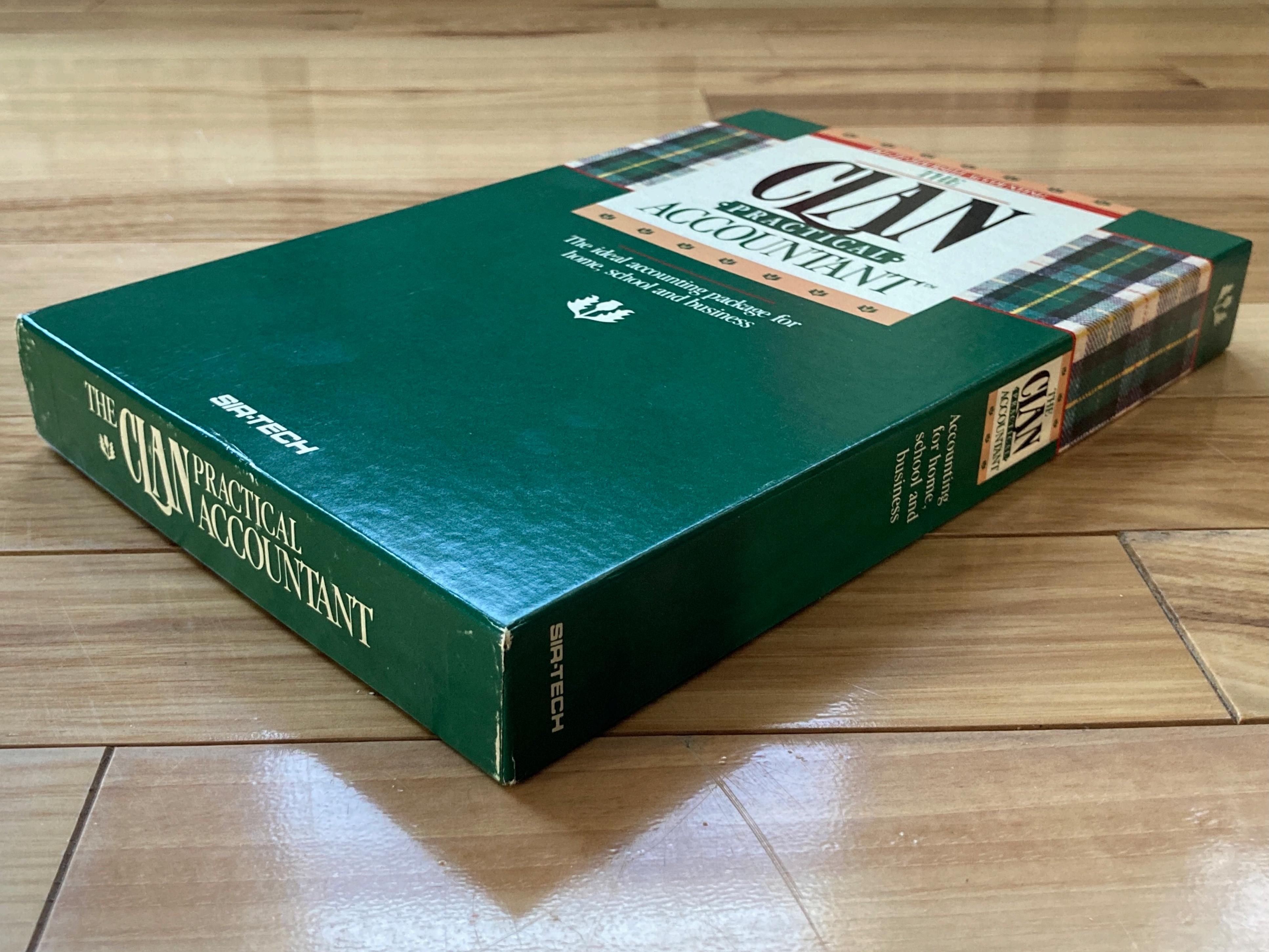P.O. Box 245, Charlestown Ogdensburg Mall , Ogdensburg, NY 13669

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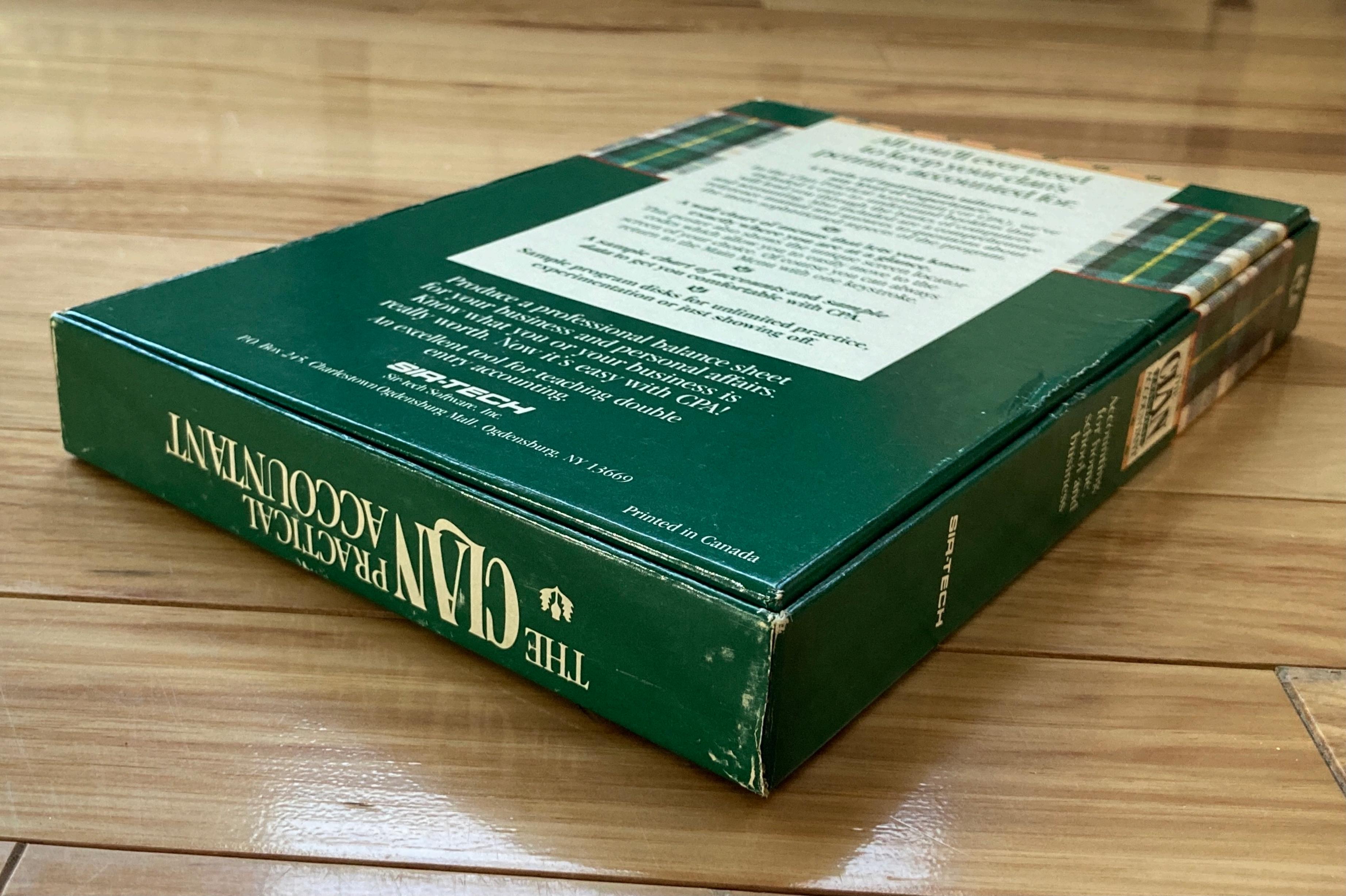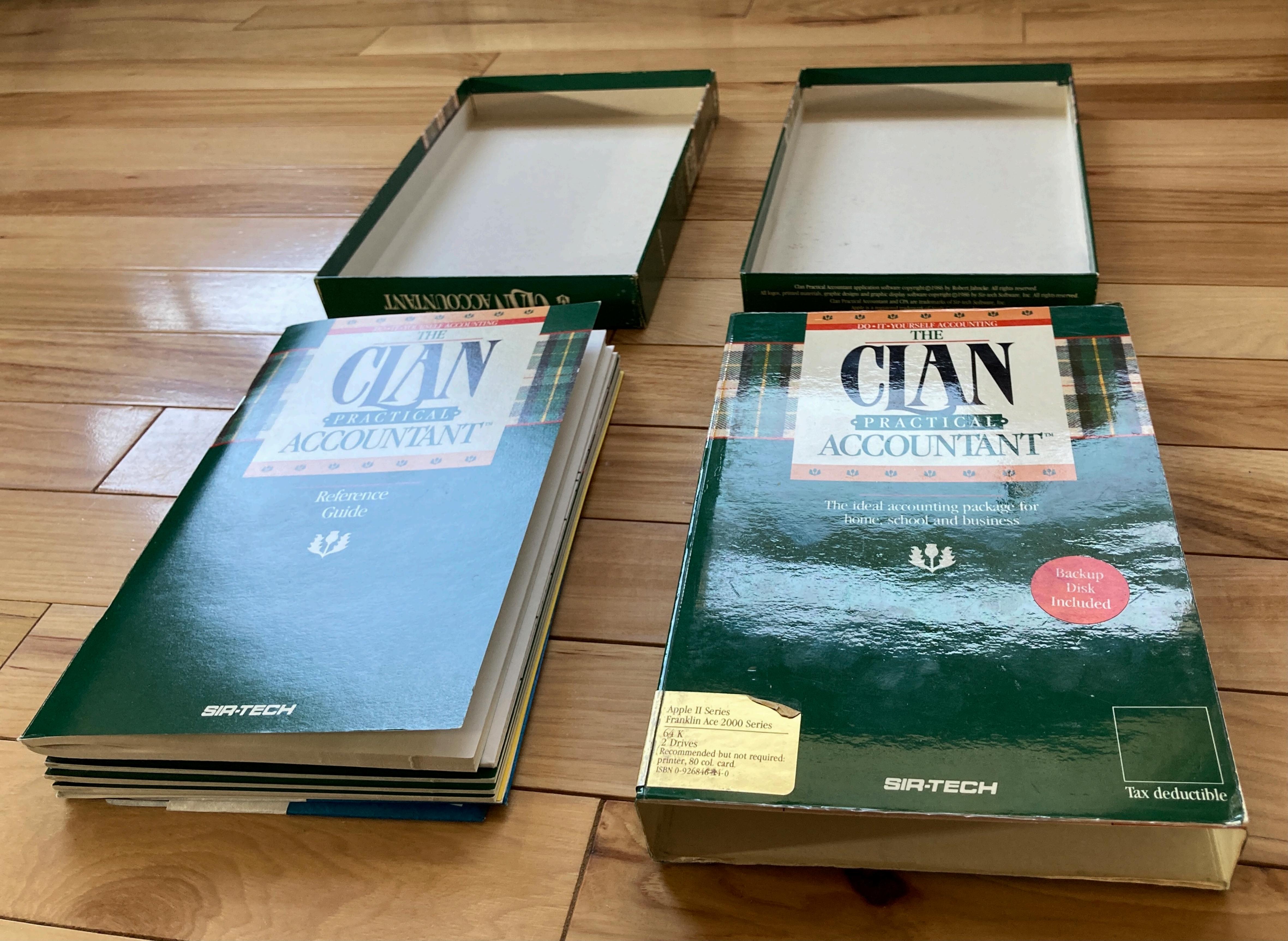**You won't need any additional software to produce these 5 main types of reports.**

The Clan Practical Accountant (or CPA) tracks all asset, liability, income and expense accounts. You get a complete, instant picture of your financial overall condition - a professional financial statement including net worth figures for each month.

Identify and track user-defined tax-deductible income and tax exempt income too.

No two clans are alike -- so CPA gives you complete flexibility.

- Departments and accounts - business and personal - can be named, renamed or changed any time you like and they can all be kept on the same disk system.
- See reports by area of activity, by month or see the total consolidated picture.
- Tailor report formats to suit your existing accounting.
- Run CPA with or without a printer with 40 or 80 column screen displays.

Saving time is important too.

- CPA performs a fully-automated carry forward of all account balances throughout the year and at year-end from a current data disk to a new one.
- A check entry system that allows for fast data entry for seldom-changed items.
- CPA can print only that information you require. There's no need to run a full report if you're only interested in a small portion.
- Up to 20 liquid asset (bank accounts, etc) can be stored on the same data disk.
- On the Apple II version, up to 2400 transactions can be stored on each data disk. Over 4,000 transactions can be stored on the IBM version. You'll also be shown how much space is left on the data disk.

Your books are protected.

- You have the option to use a password for extra data security.
- On-line data storage protects data from loss due to power failure.

Our clan stands behind your clan.

We take customer support seriously! Clan Sir-tech has sold over 1 million software products worldwide and, in so doing, has developed solid policies and procedures to keep our many customers satisfied.

- Our 90-Day Warranty replaces, free-of-charge, any damaged or unreadable program disk.
- 5-day-a-week Hotline will help you to get the most out of CPA.

Proof of Purchase
CPA 001

Up to 128 accounts or as few as 4

Individual entries up to $999,999.99

Bank account deposit

Up to 8 departments

Asterisk indicates amount changed after bank account was reconciled

Automatic transactions -- which you select to be weekly, bi-weekly, twice monthly, monthly or quarterly

Subtotals & totals up to $99,999,999.99

Account may be renamed or renumbered any time you like

Record number

Date under which opening balances are entered

Journal entries which are not recorded in bank account

Transaction by Account Number: provides a detailed breakdown for each account

Department Report: provides a detailed financial status for up to 8 different areas of activity-separately or consolidated

Financial statement of each department

Consolidated statement with a total of all departments

Add your own Personal Affairs Department -and keep it on the same disk - with reports produced separately or with your business

The printouts on these pages are actual reports printed by CPA.

List of outstanding checks and deposits:

Transaction credited or debited to this account number

Deposits not credited to bank account

Indicates the item is outstanding

Checks not cleared yet

Data shown when report printed

Up to 12 months - all on one page

Your fiscal year end

Lists with up to 10 subtotals

Include up to 128 accounts

Individual months of income - on ONE page!

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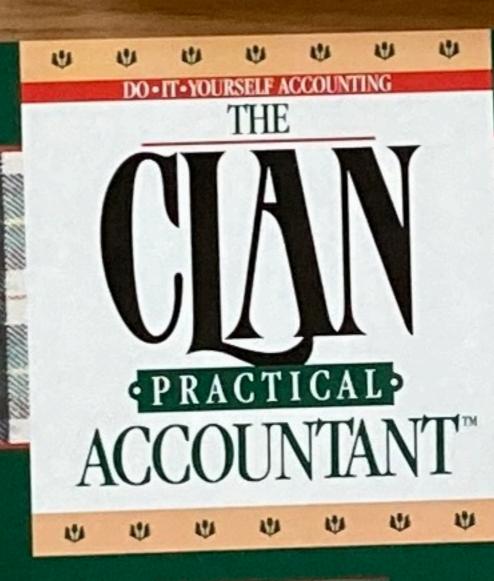
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Clean Your Disk Drives

Get Your Drives Tuned

Protect Your Computer's Power

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The Chart of Accounts Manager Disk

Yet Another Enclosure!

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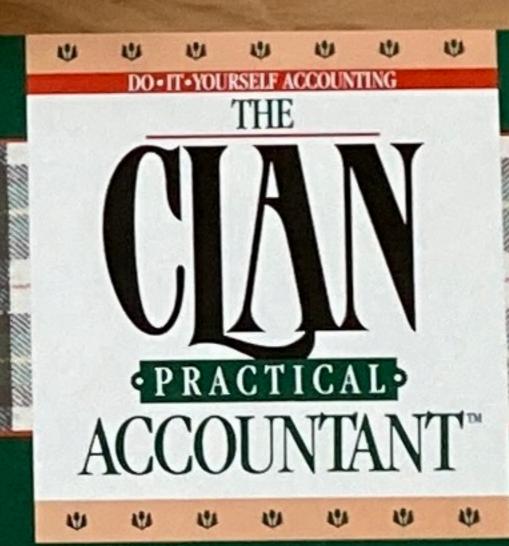
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SOFTWARE INC.

-TECH

C.

311920   WARRANT

Name_____

City_____ State

Software Purchased*_____

Purchased Where _____

Classified as: ☐ C
☐ fr
☐ R

I heard about this pro

Which magazines do

Your computer bran

Number of disk driv

Age of purchaser:
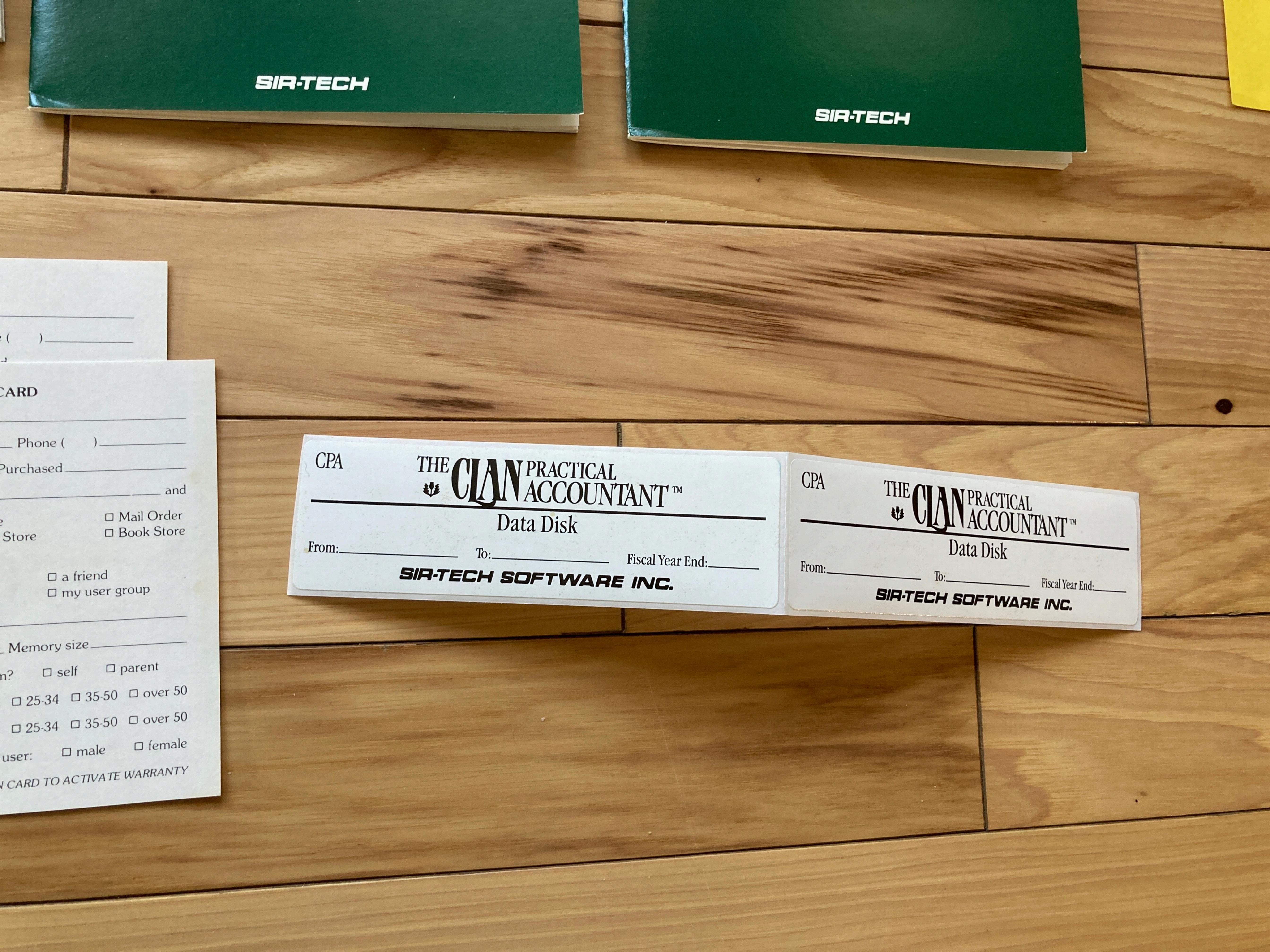
Age of primary user:
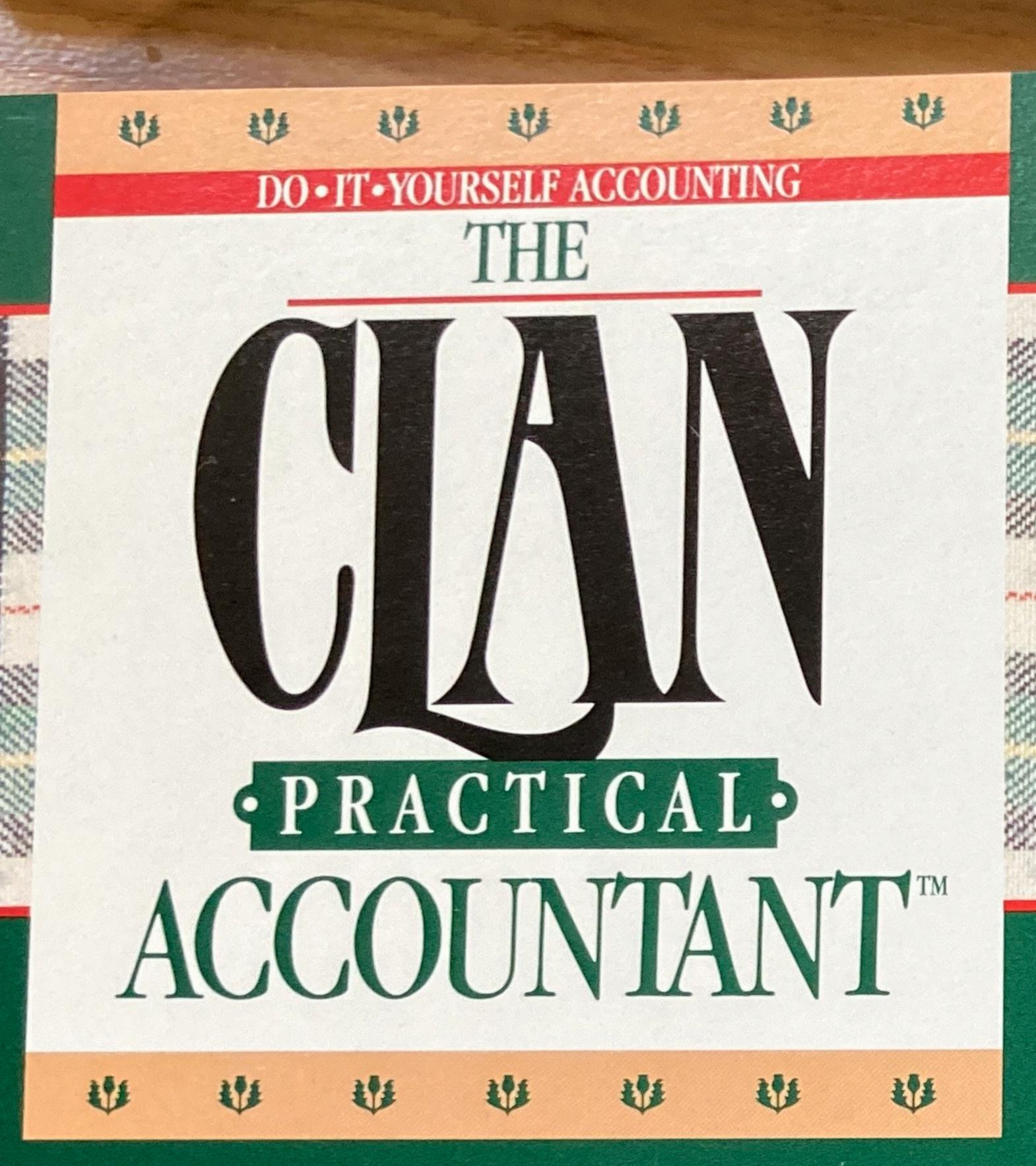
Sex of purchaser:

*PLEASE SPECIFY WIZ

31121

Name_____

City_____

Software Pu

Purchased W

Classified as

I heard abou

Which maga

Your compu

Number of d

Age of purch

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Sex of purch

*PLEASE SPEC

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Practice Program Disk/Sample Data

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311920   WARRANTY/REGISTRATION CARD

Name_____ Street_____

City_____ State_____ Zip_____ Phone (___)_____

Software Purchased*_____ Date Purchased_____

Purchased Where _____ and

Classified as: □ Computer Store   □ Hobby Store   □ Mail Order
            □ from Sir-tech   □ Department Store   □ Book Store
            □ Record Store

I heard about this program from: □ a magazine   □ a friend
                               □ a computer store   □ my user group

Which magazines do you read? _____

Your computer brand name_____ Memory size_____

Number of disk drives_____ Who purchased this program? □ self □ parent

Age of purchaser: □ under 10 □ 10-13 □ 14-18 □ 19-24 □ 25-34 □ 35-50 □ over 50

Age of primary user: □ under 10 □ 10-13 □ 14-18 □ 19-24 □ 25-34 □ 35-50 □ over 50

Sex of purchaser: □ male   □ female   Sex of primary user: □ male   □ female

*PLEASE SPECIFY WIZARDRY SCENARIO NUMBER   PLEASE RETURN CARD TO ACTIVATE WARRANTY

312174   WARRANTY/REGISTRATION CARD

Name_____ Street_____

City_____ State_____ Zip_____ Phone (___)_____

Software Purchased*_____ Date Purchased_____

Purchased Where _____ and

Classified as: □ Computer Store   □ Hobby Store   □ Mail Order
            □ from Sir-tech   □ Department Store   □ Book Store
            □ Record Store

I heard about this program from: □ a magazine   □ a friend
                               □ a computer store   □ my user group

Which magazines do you read? _____

Your computer brand name_____ Memory size_____

Number of disk drives_____ Who purchased this program? □ self □ parent

Age of purchaser: □ under 10 □ 10-13 □ 14-18 □ 19-24 □ 25-34 □ 35-50 □ over 50

Age of primary user: □ under 10 □ 10-13 □ 14-18 □ 19-24 □ 25-34 □ 35-50 □ over 50

Sex of purchaser: □ male   □ female   Sex of primary user: □ male   □ female

*PLEASE SPECIFY WIZARDRY SCENARIO NUMBER   PLEASE RETURN CARD TO ACTIVATE WARRANTY

CARD

_____ Phone (   )

_____ Purchased

Store   ☐ Mail Order
     ☐ Book Store

☐ a friend
☐ my user group

_____ Memory size _____

m?   ☐ self   ☐ parent

☐ 25-34   ☐ 35-50   ☐ over 50
☐ 25-34   ☐ 35-50   ☐ over 50

user   ☐ male   ☐ female

N CARD TO ACTIVATE WARRANTY

CPA

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Data Disk

From: _____   To: _____   Fiscal Year End: _____

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CPA

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Data Disk

From: _____   To: _____   Fiscal Year End: _____

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Backup Program Disk

311920 WARRANTY/REGISTRA

Name _____

City _____ State

Software Purchased*

If you don't want a printed copy of the information on the screen, press [N]. You will be returned to the Enter Transactions menu.

If you wish a printed copy of the liquid asset report and you have a printer attached to your computer, press [Y] (Yes) at this time. If your printer is loaded with paper, and is switched ONLINE, press [RETURN] to print the report. Otherwise, press [ESC] to return to the Enter Transactions menu.

If you print the report, you will be returned to the Enter Transactions menu as soon as printing is completed. [ESC] will *terminate printing if pressed while the report is being printed*.

7. Quit to Main Menu.

Pressing [Q] from the Enter Transactions menu will terminate operation of the program segment and return you to the Main Menu.

C. Reconcile Bank Statement.

The purpose of this segment is to help you perform the important job of reconciling your account records with bank or other financial statements--"balancing your checkbook." It is designed to make this normally tedious and time-consuming task as simple and quick as possible.

This segment also provides printed or displayed balance statements and transaction listings which are available at any time.

Press [R] to select R(econcile Bank Statement from the Main Menu. After brief disk drive activity while the segment is loaded into your computer, you will see this screen:

```
                                   C P A        3/3/86
                                                  MR
  >MR. J. SAMPLE
  RECONCILE BANK STATEMENT:
            A CHECKING ACCT

     S(elect checking/savings account

     L(ist transactions

     C(lear returned items

     B(alance statement

     P(rint statement

     Q(uit to main menu

     Which? ■
```

This is the Reconcile Bank Statement menu. Use it to obtain this segment's functions.

1. S(elect Checking/Savings Account.

This function allows you to choose the liquid asset account to be reconciled with a bank statement. To obtain it, press [S] from the Reconcile Bank Statement menu. When you do so, you will see a screen like this one from the *CPA Sample* program:

```
                                   C P A        3/3/86
                                                  MRS
  >MR. J. SAMPLE
  RECONCILE BANK STATEMENT:
            A CHECKING ACCT

        Select checking/savings account

  100* A CHECKING ACCT
  101  B CHECKING ACCT
  102  A SAVINGS ACCT
  103  B SAVINGS ACCT
  105  MONEY FUND
  106  BROKER ACCOUNT
  107  CD TERM DEP.
  109  CREDIT CARD

  Which checking/savings account? ■
```

As you can see, liquid asset accounts are listed in two columns containing the account numbers and names. **An asterisk (*) will be displayed following the number of the account which is currently selected for reconciliation** (this will be the default account from Enter Transactions unless it has already been changed here).

To change the selected account, type either the number or the name of the account you wish to reconcile (the account must be one listed on the screen). Your entry will be accepted as soon as it is recognized: you do not have to press [RETURN].

As soon as the entry is accepted, you will be returned to the Reconcile Bank Account menu, where you will see the new account name displayed.

If you press either [RETURN] or [ESC] without first typing a name or number, you will be returned to the Reconcile Bank Account menu with no change to the current selected account.

At this point, your records show the reduction of your principal loan balance, the payment of interest, and a $600 total increase in your net worth, as well as the original twelve loan payments. This follows what has really happened, including the increase in value which you hold in your car. Depending on your tax status, depreciation might or might not be an allowable deduction, and the specific way in which transfers are made might vary, but this example illustrates how transactions can be used to record real shifts of value which are not accounted for in day-to-day entries.

It also indicates how much CPA can simplify record-keeping: these transactions, which involve transfers of value between five different accounts, including net worth, require only two transaction entries in the program.

Notice that these same changes in value could have been made, for example, by applying car payments directly to the car loan (which in this method would include interest as well as principal) throughout the year, then transferring the interest portion to expenses at year-end. You can choose the method which best fits your own preference, situation and legal requirements: CPA allows complete flexibility in tailoring record-keeping to your needs.

Earlier, we mentioned that the double entry method is intended to "balance" the books. Let's take a quick look at how this works.

The four types of accounts make up two each of what could be called "positive" and "negative" types. The positive types, income and assets, represent money which comes into your possession, or which you already have, respectively. The negative types are expenses and liabilities; money which you pay or which you are obligated to pay at a later date. The positive and negative types are natural opposites. The structure of bookkeeping is set up to work with these pairs of opposites. In a properly set-up and maintained bookkeeping system, income and expense accounts track movements in and out of asset accounts, while the total of all asset accounts is always equal to the total of all liability accounts. When the sum of all asset accounts is equal to the sum of all liability accounts, we say that they are "balanced."

You may wonder how or why the asset balance should equal the liability balance. Clearly it is possible to add assets without adding liabilities, or to increase liabilities without increasing assets. How can total assets always equal total liabilities if one can grow independently of the other?

The answer is, in bookkeeping, total assets and liabilities are not *allowed* to grow independently of each other.

This is accomplished through a convention. The sum of all your asset and liability accounts is your *"net worth"*--the value of everything you own minus the value of everything you owe; what you would have

6

left (or owe) if all your assets were used to pay toward your obligations. Net worth changes every time an asset or a liability is added or changed. If we establish an account called "net worth," and if it is the right type of account, it will change by the correct amount to automatically compensate for any change in total assets or liabilites, correcting imbalances as they occur.

As we mentioned earlier, net worth is treated as a liability account for bookkeeping purposes. This convention forces total assets and total liabilities to be the same: net worth goes up by the amount which assets increase or liabilities decrease, and net worth goes down by the amount which assets decrease or liabilities increase. As long as the amount of each payment, receipt or transfer is added to or subtracted from net worth correctly, and as long as the entries made in each account (source, destination and net worth) are identical, the books must balance. Problems sometimes arise in manual "pencil-and-paper" bookkeeping systems in this regard due to simple clerical error when a human bookkeeper records different amounts for the same transaction, or adds up a column of figures incorrectly.
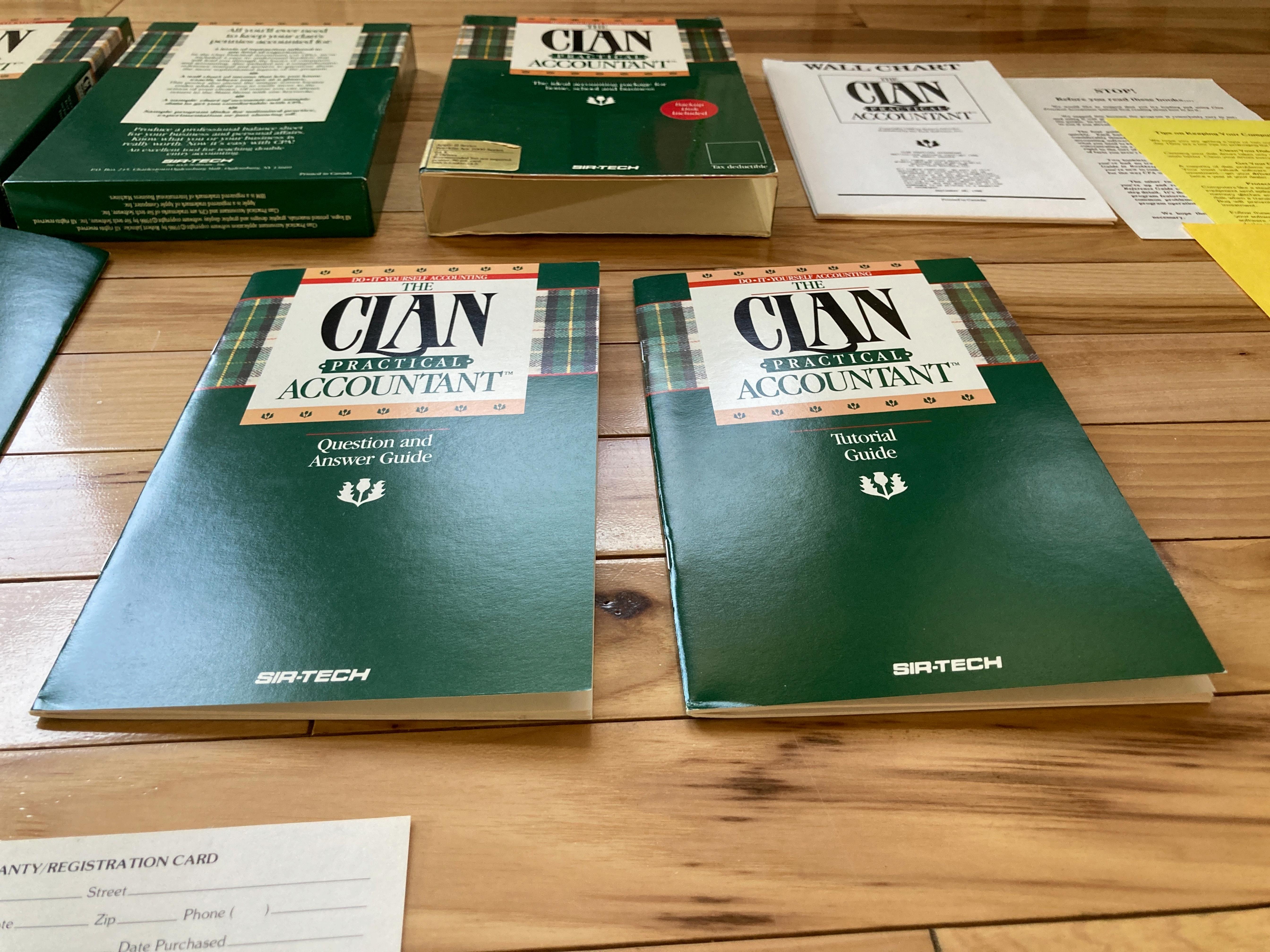
This type of error is eliminated in *CPA*: the program requires only one entry for each transaction, which remains the same for each affected account, and of course the computer will always add amounts correctly. Naturally, *CPA* cannot tell if each amount you enter is correct, and your balance and net worth figures will be incorrect if you make errors in transaction entry. However, the program does allow you to change any entries which you later discover to be incorrect.

(You may be wondering why net worth should be considered a liability. If your holdings are greater than your obligations, it would seem as if net worth ought to be an asset; certainly we don't ordinarily think of our property and financial resources as liabilities. However, the reason net worth is considered a liability account is simply that when we do so, the numbers come out right. In fact, we can obtain correct results by very simple methods only if net worth is calculated as a liability. "Net worth," as the term is used in bookkeeping, is an abstraction; a "balancing factor" which exists only to offset differences between the totals of the asset and liability accounts. If net worth is positive, it cancels the amount by which assets exceed liabilities. If negative, it cancels a surplus of liabilities over assets. This convention exists because it provides a powerful check on the accuracy and correctness of the bookkeeping system. While your net worth figure does give you an instant summary of your overall financial position, that is not its primary purpose in bookkeeping).

B. Reconciliation.

One of the most important bookkeeping jobs is "reconciliation"-- the comparison of two sets of records in order to detect and correct any

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STOP!

WARRANTY/REGISTRATION CARD

Street
Zip   Phone (   )
Date Purchased

The solution here is also to convert back to outstanding any transactions which have been cleared, then repeat the reconciliation in chronological order. The best solution is not to let statements accumulate, but reconcile them in timely fashion as they are received.

Cause 3(f):

The bank has made a mistake. (It does happen!) This will be the case if the bank statement disagrees with your physical records-- cancelled checks, deposit slips, etc.--and there are no unaccounted special charges or credits.

Answer 3(f):

Contact the bank and inform them of their error. (*CPA* listings and statements can help prove your point if there is any dispute.) *CPA* provides numerous tools to locate and correct sources of disagreement between its results and bank statements. Since incorrect data can always be corrected, patient and sensible use of these tools should always result in reconciled accounts.

Question 4:

The program won't accept an entered date. What am I doing wrong?

Cause 4:

The date you're trying to enter is outside the fiscal year stored on your data disk.

CPA is designed to help you enter only valid data. As part of this design, the program won't save records from different fiscal years on the same data disk. When a date is entered, *CPA* compares it to the fiscal year stored on your data disk. Dates outside the fiscal year are rejected.

Answer 4:

If the date you want to enter is outside the fiscal year, what you should do depends on whether the date is earlier or later than the fiscal year:

If you want to enter a transaction that occurred last year, you can do so by assigning it a month and day of zero. This signals *CPA* to include it in account balances, but not in totals for any month this year. For example, in January of 1986 you discover you forgot to enter a deposit to your savings account in December of 1985. Entering the deposit to your savings account in December of 1985. Entering the

---

deposit on the 1986 disk *with a date of 0/0/86* will give you the correct savings account balance without including the deposit in 1986's business.

If the date is for next year, you can't--and shouldn't try to--enter it on this year's data disk. See the next Question.

Question 5:

I've used *CPA* successfully all year. Why is the program suddenly refusing to accept dates?

Answer 5:

You're in a new fiscal year.

As discussed for the last question, *CPA* won't allow you to enter any dates outside the fiscal year stored on a data disk. If, for example, a disk is set up for a fiscal year ending December 31, 1985, you can't enter a date from January of 1986.

It is now time to use the Bring Forward Balances function in the Utilities segment to "roll over" your accounts for a new fiscal year.

This function will prepare a new data disk for the fiscal year following that of the old disk. The new disk will have the same name as the old one, and it will contain the same chart of accounts. Any outstanding transactions will also be transferred. Opening transactions will be placed on the new disk for the balances of all asset and liability accounts. Thus, once this function is performed, you can proceed with entering transactions for the new year without further ado.

Simply select U(tilities from the Main Menu, and then select B(ring Forward Balances from the Utilities menu. Follow the directions on the screen to transfer the information on your old data disk (in Drive 1 for this job) to a blank disk in Drive 2.
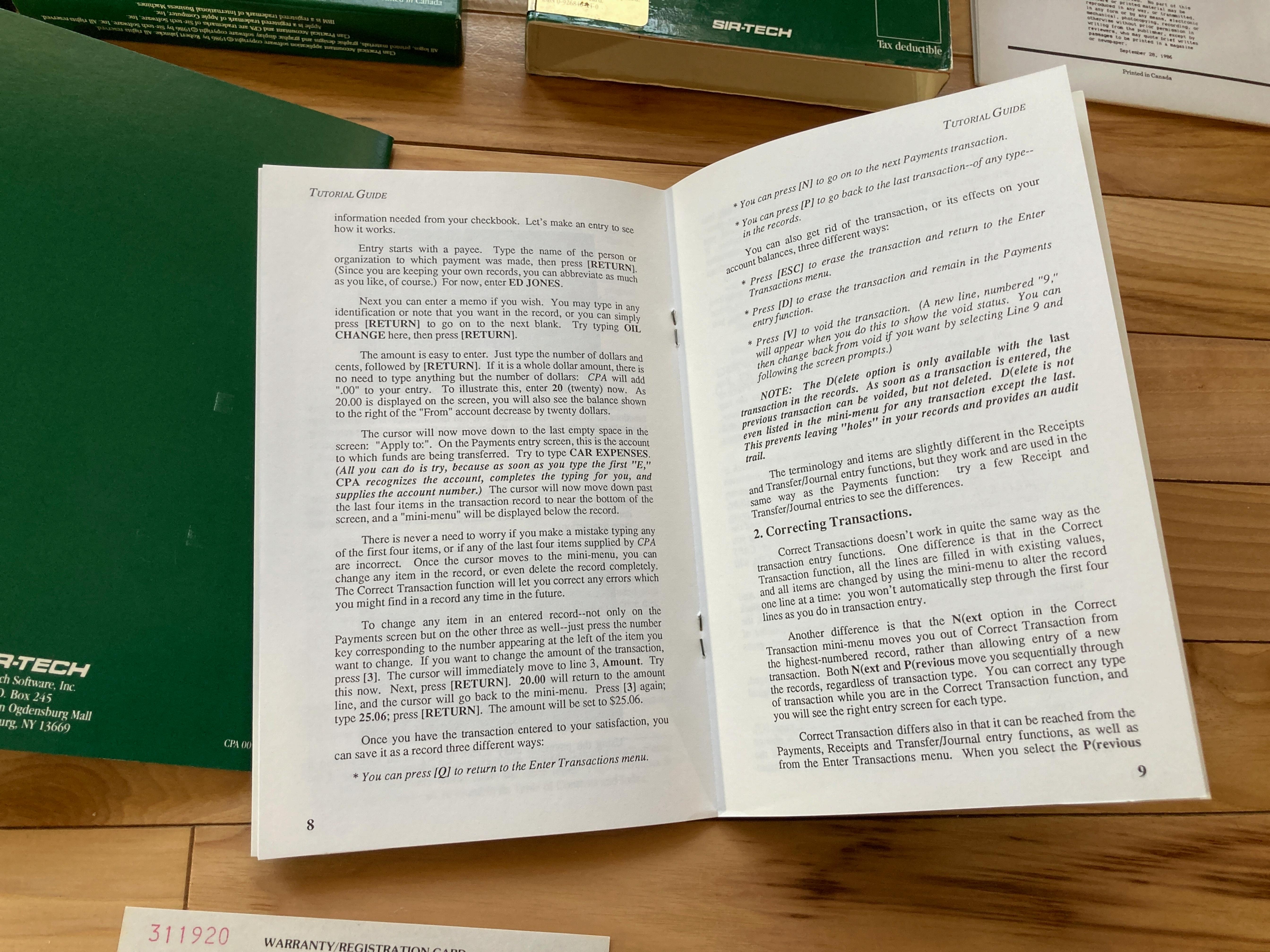
Question 6:

Why won't *CPA* accept transactions even though they have a valid date within the fiscal year?

Answer 6:

The data disk is full.

Use the Bring Forward Balances function in the Utilities segment to start a new data disk for the same fiscal year as the last one.

information needed from your checkbook. Let's make an entry to see how it works.

Entry starts with a payee. Type the name of the person or organization to which payment was made, then press [RETURN]. (Since you are keeping your own records, you can abbreviate as much as you like, of course.) For now, enter **ED JONES**.

Next you can enter a memo if you wish. You may type in any identification or note that you want in the record, or you can simply press [RETURN] to go on to the next blank. Try typing **OIL CHANGE** here, then press [RETURN].

The amount is easy to enter. Just type the number of dollars and cents, followed by [RETURN]. If it is a whole dollar amount, there is no need to type anything but the number of dollars: *CPA* will add ".00" to your entry. To illustrate this, enter **20** (twenty) now. As 20.00 is displayed on the screen, you will also see the balance shown to the right of the "From" account decrease by twenty dollars.

The cursor will now move down to the last empty space in the screen: "Apply to:". On the Payments entry screen, this is the account to which funds are being transferred. Try to type **CAR EXPENSES**. *(All you can do is try, because as soon as you type the first "E," CPA recognizes the account, completes the typing for you, and supplies the account number.)* The cursor will now move down past the last four items in the transaction record to near the bottom of the screen, and a "mini-menu" will be displayed below the record.

There is never a need to worry if you make a mistake typing any of the first four items, or if any of the last four items supplied by *CPA* are incorrect. Once the cursor moves to the mini-menu, you can change any item in the record, or even delete the record completely. The Correct Transaction function will let you correct any errors which you might find in a record any time in the future.

To change any item in an entered record--not only on the Payments screen but on the other three as well--just press the number key corresponding to the number appearing at the left of the item you want to change. If you want to change the amount of the transaction, press [3]. The cursor will immediately move to line 3, **Amount**. Try this now. Next, press [RETURN]. 20.00 will return to the amount line, and the cursor will go back to the mini-menu. Press [3] again; type **25.06**; press [RETURN]. The amount will be set to $25.06.

Once you have the transaction entered to your satisfaction, you can save it as a record three different ways:

* You can press [Q] to return to the Enter Transactions menu.

---

* You can press [N] to go on to the next Payments transaction.

* You can press [P] to go back to the last transaction--of any type-- in the records.

You can also get rid of the transaction, or its effects on your account balances, three different ways:

* Press [ESC] to erase the transaction and return to the Enter Transactions menu.

* Press [D] to erase the transaction and remain in the Payments entry function.

* Press [V] to void the transaction. (A new line, numbered "9," will appear when you do this to show the void status. You can then change back from void if you want by selecting Line 9 and following the screen prompts.)

NOTE: The D(elete option is only available with the last transaction in the records. As soon as a transaction is entered, the previous transaction can be voided, but not deleted. D(elete is not even listed in the mini-menu for any transaction except the last. This prevents leaving "holes" in your records and provides an audit trail.

The terminology and items are slightly different in the Receipts and Transfer/Journal entry functions, but they work and are used in the same way as the Payments function: try a few Receipt and Transfer/Journal entries to see the differences.

2. Correcting Transactions.

Correct Transactions doesn't work in quite the same way as the transaction entry functions. One difference is that in the Correct Transaction function, all the lines are filled in with existing values, and all items are changed by using the mini-menu to alter the record one line at a time: you won't automatically step through the first four lines as you do in transaction entry.

Another difference is that the N(ext option in the Correct Transaction mini-menu moves you out of Correct Transaction from the highest-numbered record, rather than allowing entry of a new transaction. Both N(ext and P(revious move you sequentially through the records, regardless of transaction type. You can correct any type of transaction while you are in the Correct Transaction function, and you will see the right entry screen for each type.

Correct Transaction differs also in that it can be reached from the Payments, Receipts and Transfer/Journal entry functions, as well as from the Enter Transactions menu. When you select the P(revious

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PRINTER SET-UP

Before *Clan Practical Accountant* can be used to produce hardcopy reports from your financial data, the program must know what kind of printer you have attached to your printer.

Following is information which will allow you to use many printers which do not appear in the menu of the Initialize Printer function of the *CPA* Setup segment. Any printer appearing in these lists will support "condensed" printing and will print *CPA* "Wide" reports. If you have a printer which does not appear either on the Initialize Printer menu or in these lists, it should work with the "80 columns (only) option in the menu, but will not produce wide reports.

1. Epson-equivalent Printers

Your printer may be one of the many which works like an Epson printer. If your printer model is listed in the following table, choose *Epson* (item 3) from the Initialize Printer menu:

Manufacturer	Model(s)
Anatex	ADS-2000
BMC (USA)	BX80
Blue Chip Electronics	120/10
CAL-ABCO	Legend 800
Centronics	GLP, H80, H136, 351PC
Citizen	MSP-10/15, MSP-20/25
Copal	SC-1200, SC-1500, SC-5500
Epson	FX80, MX80, LQ1500, RX80
Genicom	3014, 3024
Mannesman Tally	Spirit 80
NEC	Spinwriter 2050, 3550, 8850
Panasonic	KX-P1090, KX-P1091, KX-P1092
Ricoh	RP1300-IBM
Roland DG	PR-1011
Star Micronics	Delta 10, Radix 10, Gemini 10x
Texas Instruments	855

2. Custom Printer Setup.

CPA will produce wide-format Monthly and Department Reports with a number of other printers if supplied with "Printer Codes" using the Custom option in the Initialize Printer function. If your printer appears in the following list, use the Custom option to enter the Printer Codes for Normal and 132-Column printing for your printer. The codes must be entered exactly as shown here, including slashes (/).

	Printing Mode	
Printer Make/Model(s)	Normal	132-Column
Anadex WP-6000	/27/74/48	/27/70
Anadex DP-6500, 9001, 9501, 9620, 9625, 9725	/18	/20
C. Itoh & Co. 1550, 7500, 8510A,B	/27/78	/27/81
Centronics 350 series	/27/91/49/119	/27/91/52/119
Datasouth DS220	/27/36/49/48/77	/27/36/49/49/977
Diablo P11, P31, P32, P38	/27/65	/27/67
Diablo S11, S31, S32	/27/55/51	/27/55/53
DEC LA50, LA100	/27/91/48/119	/27/91/52/119
Genicom 3184, 3304, 3404	/27/91/48/48/109	/27/91/49/59/109
Hewlett-Packard (All)	/27/38/107/48/83	/27/38/107/50/83
Integral Data IDS-480, P80, P132	/29	/31
Mannesman Tally 180L, 180L	/27/91/52/119	/27/91/54/119
Micro Peripherals Solution Series S, X, SX	/27/65/48/48	/27/65/48/55
Micro Peripherals Printmate 80, 150, Sprinter	/27/94	/27/95
N. Atlantic Qantex 7020-7065	/27/91/49/119	/27/91/53/119
NEC Pinwriter P2/3-P2, P2/P3-7	/27/78	/27/81
Radio Shack DMP-430, DMP-1200, TRP-100	/27/19	/27/20
Toshiba P1340, P1351	/27/93	/27/91

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THE CLAN PRACTICAL ACCOUNTANT™

Data Disk

To: _____   Fiscal Year End: _____

-TECH SOFTWARE INC.

The Chart of Accounts Manager Disk

Yet *Another* Enclosure?

As sometimes happens in the development of a new program, we added a powerful new feature and capability to *CPA* after the printing of the regular User's Guides. The feature is **"The CPA Chart of Accounts Manager."** It gives you the capability of maintaining a "library" of different charts of accounts for installation and use on different data disks that you might require. We didn't want to wait for the printing of new User's Guides before we offered this added *CPA* value, so we are including it as a bonus now.

Copying The Disk:

The Chart of Accounts Manager (CAM) is located on the *CPA* disk side which is labeled "Chart of Accounts Manager," and is a separate program from *CPA* itself. The Manager program has the capability to copy itself, or to copy a chart of accounts onto a new blank disk, thus creating a customized ready-to-use data disk in one simple step. You may make as many copies of this program and data as you wish, and you may give copies to others. This will allow you and your friends who use *CPA* to easily share useful charts of accounts which you develop.

How It Works:

CAM contains a few features which are also found on the *CPA* program disk, plus a whole new set of its own. As its name states, the program's purpose is to manage charts of accounts. So it will do this, CAM has been given a special set of associated capabilities:

* It will create a new data disk with a chart of accounts.
* It will maintain a "library" of up to twenty (20) different charts, from which you may choose the chart you want to use. (There are nine ready-to-use charts already on the Manager disk.)
* It will list the contents of any chart in the library for easy examination.
* It will allow you to delete any chart which you do not need from the library.
* It will add the chart of accounts from any *CPA* data disk to the library, or allow you to create a new chart of accounts from scratch without using the *CPA* program.

Only the CAM program should be used to install a library chart of accounts on a data disk. *Do not* attempt to use the main *CPA* program's Utilities Segment to copy a chart of accounts from a Chart of Accounts Manager disk, as this will cause a computer error. Once a data disk is created with the CAM program, you may begin using it immediately with *CPA* without using the Utilities Segment.

How To Use CAM:

To begin use of the CAM program:

1. Insert the disk labeled "Chart of Accounts Manager" into Drive 1 with the Chart of Accounts Manager label facing up.
2. Switch the computer ON.
3. CAM will now load itself and begin to run.

(Note: Copies of the Manager disk side which you make using CAM will work the same way.)

(OVER)

ADDENDUM

New Feature:

It is now possible to quickly switch between *CPA*'s transaction entry screens without using the Enter Transactions menu.
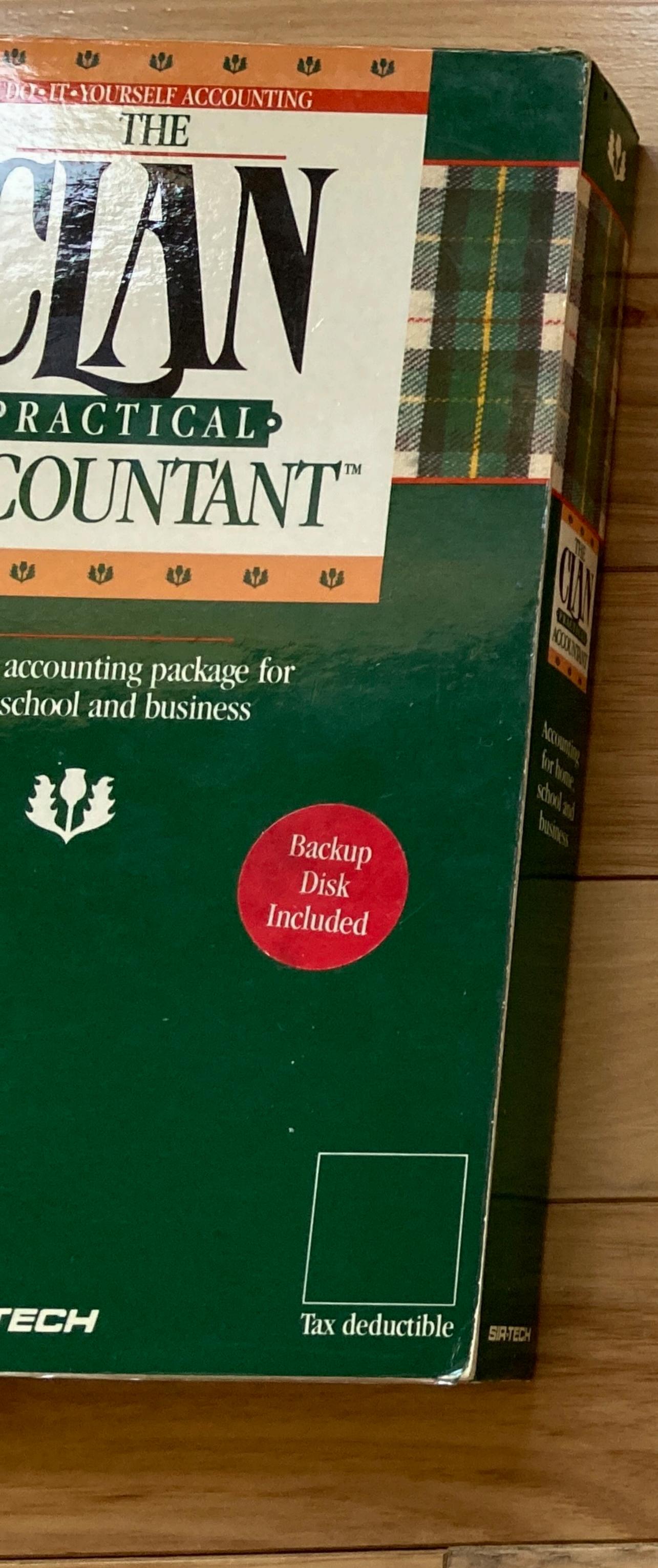
If you press CTRL-Z before you type any new data on a Payment, Receipt or Transfer/Journal transaction entry screen, you will be prompted to select one of the other two screens from the screen you are currently using. Further information on this feature may be found on Pages 12 and 13 of the *Question & Answer Guide*.

No other feature of transaction entry as covered in Chapter 4 of *The CPA Reference Guide* is affected by this change.

We hope you will find this a useful addition to *CPA*.

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WALL CHART

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September 28, 1986

Printed in Canada

STOP!

Before you read these books....

We would like to suggest that you try loading and using *Clan Practical Accountant* without first reading about how to do it.

We suggest this because the program is remarkably easy to use, and using it will give you an idea of what information you need from the guides. In turn, the information in the guides may make more sense to you if you already have some experience with the program.

The four guides are designed to allow you to find information quickly. Each has its own table of contents and index, and each is considerably thinner than the manuals you may have seen with other accounting software products. These features should help you find what you need to know. But a more important feature is each manual's concentrating on a particular type of information. This will let you go right to the sort of thing you need without wading through six pounds of facts you aren't interested in.

Two booklets are meant for first-time users of the program. If you've had no training or experience in accounting, *The Beginner's Guide to Bookkeeping* will give you the basics, in plain English. If you're new to computers, the *Tutorial Guide* should help give you a feel for the way *CPA* works in your machine.

The other two guides are meant to give you information after you're up and running with *Clan Practical Accountant*. The *CPA Reference Guide* covers every aspect of program operation in step-by-step detail. It's the "bible" you can refer to for explanations of specific program features. The *Question & Answer Guide* provides solutions to common problems that you may encounter in both accounting and program operation.

We hope these guides will prove more helpful than they are necessary.

1/87

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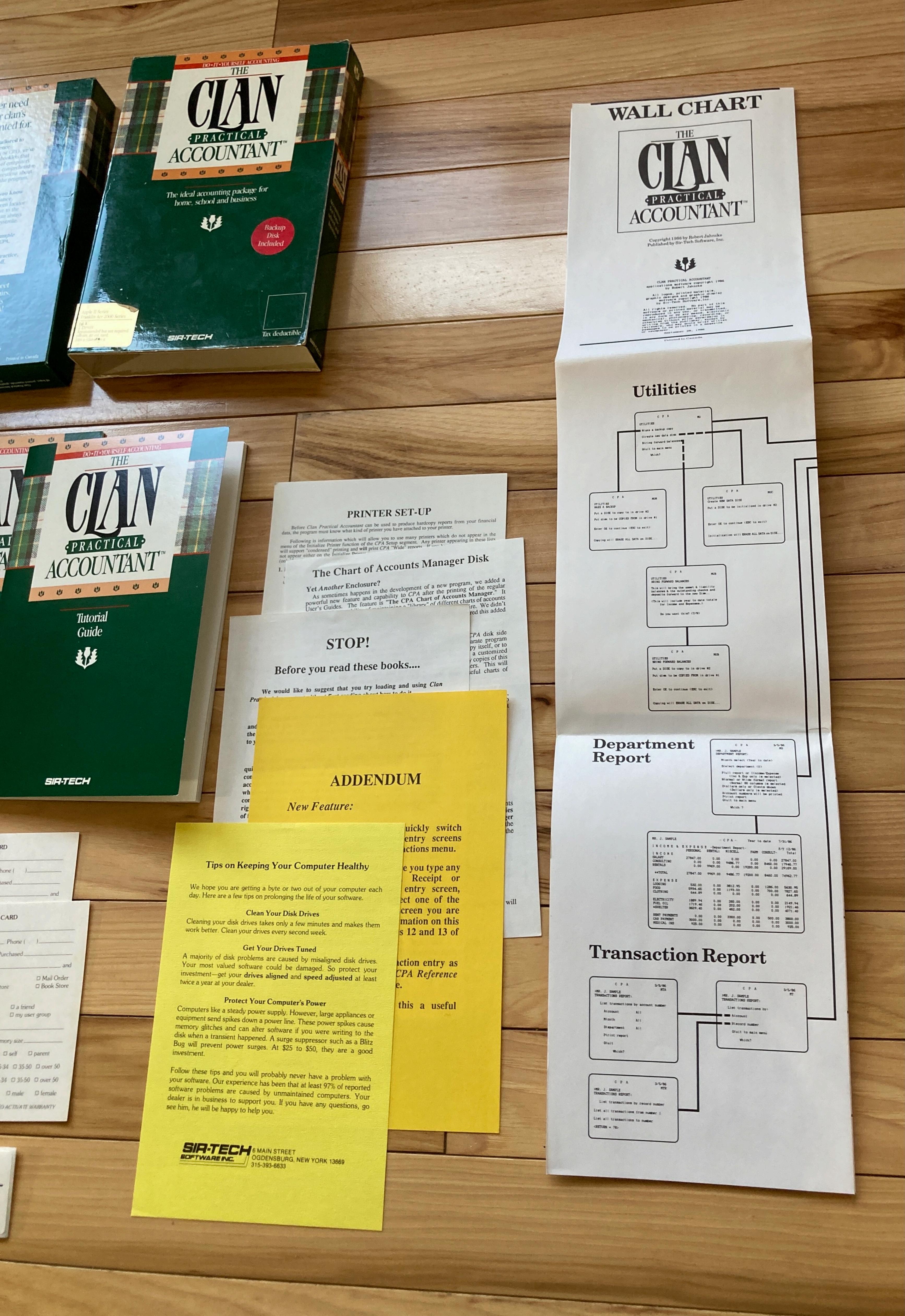
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1. Epson-equivalent Printers

Tips on Keeping Your Computer Healthy

We hope you are getting a byte or two out of your computer each day. Here are a few tips on prolonging the life of your software.

Clean Your Disk Drives

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Utilities

Department Report

Transaction Report

PRINTER SET-UP

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ADDENDUM

New Feature:

...quickly switch...entry screens...actions menu.

...you type any...Receipt or...entry screen,...ect one of the...screen you are...mation on this...12 and 13 of...

...action entry as...CPA Reference...

...this a useful

Tips on Keeping Your Computer Healthy

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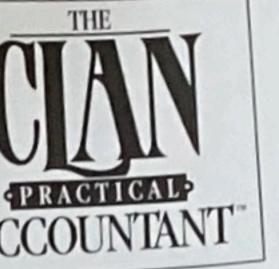
Get Your Drives Tuned

A majority of disk problems are caused by misaligned disk drives. Your most valued software could be damaged. So protect your investment—get your drives **aligned** and **speed adjusted** at least twice a year at your dealer.

Protect Your Computer's Power

Computers like a steady power supply. However, large appliances or equipment send spikes down a power line. These power spikes cause memory glitches and can alter software if you were writing to the disk when a transient happened. A surge suppressor such as a Blitz Bug will prevent power surges. At $25 to $50, they are a good investment.

Follow these tips and you will probably never have a problem with your software. Our experience has been that at least 97% of reported software problems are caused by unmaintained computers. Your dealer is in business to support you. If you have any questions, go see him, he will be happy to help you.

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PRINTER SET-UP

The Chart of Accounts Manager Disk

STOP!
Before you read these books....

ADDENDUM
New Feature:

Tips on Keeping Your Computer Healthy

Clean Your Disk Drives

Get Your Drives Tuned

Protect Your Computer's Power

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Set-up

Main Menu

Utilities

Enter Transactions

Monthly Report

Department Report

Chart of Accounts

Reconcile Bank Statement

Transaction Report

WALL CHART

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September 28, 1986

Printed in Canada

Set-up

```
        C P A              3/5/86
                           MSS
>MR. J. SAMPLE
NAME THE DISK & REPORTS

Current disk name:
MR. J. SAMPLE

New disk name:

RETURN (with no entry) for no change.
RETURN (with space) to clear
```

```
        C P A              3/5/86
                           MSS
>MR. J. SAMPLE
SET-UP:

Chart of accounts ▪▪▪
Name the disk & reports ▪▪▪
Department names ▪▪▪
Subtotals for reports ▪▪▪
Automatic transaction setup ▪▪▪
Password setup ▪▪▪
Initialize printer ▪▪▪
Quit to main menu

Which:
```

```
        C P A              3/5/86
                           MSS
>MR. J. SAMPLE
SUBTOTALS FOR REPORTS
         Acct        Sub Total
Start   End            Name
100     109        BANK ACCOUNTS
300     305        EARNED INCOME
400     410        LIVING EXPENSES
411     418        SHELTER
419     431        DEDUCTIBLE
440     443        WITHHOLDING

Select start account:
(Then ESC to remove)

4 more are allowed (10 maximum)
RETURN to exit
```

```
        C P A              3/5/86
                           MSP
>MR. J. SAMPLE
SET-UP:
PASSWORD SET-UP

Current password =

New password =

WARNING: This password is required
to use this data disk

RETURN (with no entry) for no change.
RETURN (with space) to clear
```

```
        C P A
>MR. J. SAMPLE

Date = 3/5/86

Current date =

Form = MM/DD/YY

Fiscal year end = 12/86
```

Main Menu

```
        C P A              3/5/86
                           M
>MR. J. SAMPLE
MAIN MENU:

S(etup  ▪ ▪ ▪
E(nter transactions ▪▪▪
R(econcile bank statement ▪▪▪
```

Utilities

```
        C P A              MU
UTILITIES

M(ake a backup copy
C(reate new data disk
B(ring forward balances
Q(uit to main menu

Which?
```

Enter Transactions

```
        C P A              3/5/86
                           ME
>MR. J. SAMPLE
ENTER TRANSACTIONS:  A CHECKING ACCT

P(ayments entry ▪▪▪
R(eceipts entry ▪▪▪
T(ransfer/Journal entry ▪
C(orrect transaction file ▪▪▪
S(elect bank ▪▪▪
V(iew liquid assets
Q(uit to main menu
```

Set-up

```
                    C P A                3/5/86
                                           MSC
>MR. J. SAMPLE
CHART OF ACCOUNTS

E(dit account name

L(ist chart of accounts

Q(uit

      Which:
```

```
                    C P A                3/5/86
                                           MSN
>MR. J. SAMPLE
NAME THE DISK & REPORTS


Current disk name:
MR. J. SAMPLE

New disk name:


RETURN (with no entry) for no change,
RETURN (with space) to clear
```

```
                    C P A                3/5/86
                                           MSD
>MR. J. SAMPLE
SET-UP:
DEPARTMENT NAMES
Dept    Name
0       HOME
1       RENTAL
2
3
4
5
6
7

      Which:

RETURN to exit
```

```
                    C P A                3/5/86
                                           MS
>MR. J. SAMPLE
SET-UP:

   C(hart of accounts

   N(ame the disk & reports

   D(epartment names

   S(ubtotals for reports

   A(utomatic transaction setup

   P(assword setup

   I(nitialize printer

   Q(uit to main menu

      Which:
```

```
                    C P A                3/5/86
                                           MSS
>MR. J. SAMPLE
SUBTOTALS FOR REPORTS
      Acct          Sub Total
Start   End           Name
100     109     BANK ACCOUNTS
300     305     EARNED INCOME
400     410     LIVING EXPENSES
411     418     SHELTER
419     431     DEDUCTIBLE
440     443     WITHHOLDING


Select start account:
(Then ESC to remove)



4 more are allowed (10 maximum)
RETURN to exit
```

```
                    C P A                3/5/86
                                           MSA
>MR. J. SAMPLE
AUTOMATIC TRANSACTIONS SET-UP:

E(nter or change information

R(emove ALL automatic instructions

Q(uit

      Which?
```

```
                    C P A                3/5/86
                                           MSP
>MR. J. SAMPLE
SET-UP:
PASSWORD SET-UP

Current password =

   New password =

WARNING: This password is required
   to use this data disk


RETURN (with no entry) for no change,
   RETURN (with space) to clear
```

```
                    C P A                3/5/86
                                           MSI
>MR. J. SAMPLE
SET-UP:
0 *No printer
1  80 columns (only)
2  14" carriage
```

Utilities

Main Accounts

Monthly Report

Chart of Accounts

Enter Transactions

Reconcile Bank Statement

C P A   3/5/86
>MR. J. SAMPLE   MRC
RECONCILE BANK STATEMENT:
    A CHECKING ACCT

Which calendar month? 1
(0,1)

C P A   3/5/86
>MR. J. SAMPLE   MRC
RECONCILE BANK STATEMENT:
    A CHECKING ACCT

List A CHECKING ACCT transactions
   Cleared transactions
   Outstanding transactions
   Date sequence
   Number sequence
   Quit

Which?

C P A   3/5/86
>MR. J. SAMPLE   MRB
RECONCILE BANK STATEMENT:
    Balance A CHECKING ACCT
        January

   Prior Balance   =   473.21
   Deposit total   =   2662.50
   total Checks   =   -2270.04
   Statement Bal   =   865.67
   Outstanding Cks =   -3278.59
   Deposits Not Ckd =   3825.00
   Current Balance =   1412.08 * * *

Press <RETURN> to continue

C P A   3/5/86
>MR. J. SAMPLE   MRLN
RECONCILE BANK STATEMENT:
List A CHECKING ACCT transactions
        by Check no.

From Check no. 204

thru Check no.
Return = 233

C P A   3/5/86
>MR. J. SAMPLE   MRLD
RECONCILE BANK STATEMENT:
List A CHECKING ACCT transactions
        by Date

From 0/86

thru
Return = 3/86

C P A   3/5/86
>MR. J. SAMPLE   MRP
RECONCILE BANK STATEMENT:
    A CHECKING ACCT

Which calendar month? 1
(0,1)

C P A   3/5/86
>MR. J. SAMPLE   MRELC
RECONCILE BANK STATEMENT:
    A CHECKING ACCT

Which calendar month? 1
(0,1)

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Department Report
Chart of Accounts
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Transaction Report